

ASHOKA
INSTITUTE OF TECHNOLOGY AND MANAGEMENT

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www.ashokainstitute.com

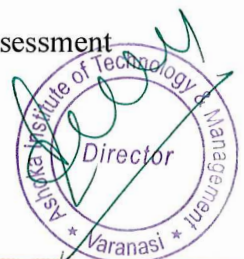
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

For performance evaluation, assessment and accreditation and quality up gradation of institutions of higher education, it is Proposed that every accredited institution establish an internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of an institution's system and work towards realizing the goals of quality enhancement and sustenance.

FUNCTIONS

1. Exercising general supervision over the academic policies of the Institute and giving directions regarding methods of instruction, evaluation, teaching & learning methodologies, research & development or any other enhancement in academic standards.
2. Considering the issues of academic interest, initiatives or taking a reference from any other board or committee and taking appropriate action there on based on institute quality parameters.
3. Framing regulations and policies, consistent with the students, Faculty members and the ordinances of affiliating university regarding the academic functioning of the Institute including discipline, admissions, examination, student awards, scholarship, or any other achievement, fees and any other academic requirements.
4. IQAC will recommend DQAC for further strategies of implementation of Institute quality policy.
5. Development and Application of Quality benchmarks for various academic and administrative activities.
6. Taking feedback/responses from students, Parents and stakeholders on quality related processes in the institute.
7. Dissemination of information on various quality parameters of education.
8. Acting as nodal agency of the institute for conducting quality related activities, Adopting and disseminating best practices.
9. Promoting quality culture in the institute and preparing AQAR- Annual Quality Assessment Report and presenting the report as per the guidelines of NAAC, NBA and NIRF

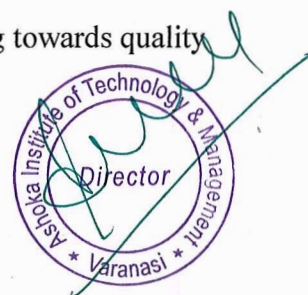


10. Help in preparation of Self-Study Report (SSR -NAAC), Self-Assessment Report (SAR-NBA) and NIRF
11. Disclosing the feedback score to the individual faculties and promoting them in making quality improvement.

S.No.	Name	Designation
1.	Prof. S. K. Sharma – Dean Academics	Chairperson
2.	Dr. Sarika Shrivastava - Director	Convener
3.	Dr. Brijesh Singh- Director Pharmacy	Convener
4.	Prof. C. P. Mall – Dean Academics – Business Administration	Convener
5.	Mr. Ashim Dev- Registrar	Member Secretary
6.	Prof. (Dr.) Ashwamedh Maurya -HAS department	Member
7.	Mr. Rajendra Tewari - Asst. Prof. Management	Member
8.	Dr. Priti Kumari - Asso. Prof. CSE	Member
9.	Mr. Rajiv Kumar Mishra – Asst Prof CE	Member
10.	Mr. Rajeev Kumar Yadav - Asst. Prof. ME	Member
11.	Mr. Somendra Banerjee - Asst. Prof. EE	Member
12.	Dr. Soumya Srivastava - Asso. Prof. EC	Member
13.	Mr. Arjun Kumar - Asst. Prof. Bio-tech.	Member
14.	Dr. Abhishek Gupta - Asso. Prof. Pharmacy	Member
15.	Prof. P. Bhardwaj –IIT BHU	External Member
16.	Mr. Sahil Garg – CM Raman Ago Export Pvt. Ltd., Vns.	External Member
17.	Mr. Prem Chand – CoE, Ashoka Varanasi	Member
18.	Sarfaraz Nawaz– Alumni	Member
19.	Rohit Maurya - Alumni	Member
20.	Pooja Kumari -Student, Bio-Tech department	Member
21.	Akash Jaiswal – Student, CSE	Member
22.	Jitendra Kumar Patel – Student, EE	Member

BENEFITS

1. Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.
2. Ensure internalization of the quality culture.



3. Ensure enhancement and integration among the various activities of the institution and institutionalize good practices.
4. Provide a sound basis for decision-making to improve institutional functioning.

TENURE OF WORK-

The tenure of the following cell - Institute Quality Assurance Cell (IQAC) shall be of two years from the constitution. The composition of the IQAC shall need approval of the Academic Council of the institute. Restructuring of the cell will take place based on Academics Council recommendations.

POLICY

Procedures and policies for maintaining and utilizing following physical, academic and support facilities:

- 1) **Laboratory Policy** -The Institute shall have computer laboratories, electronics laboratory for smooth academic functioning. Computer laboratories are available to students, teaching staff and non- teaching staff members primarily for academic purpose. Alternative use of the computer laboratories can be considered keeping in mind other priorities. Hardware upgradation shall be done after every five years Computer hardware and electronic hardware shall be maintained regularly through contract with expert agencies or by the in-house staff wherever applicable Only licensed software products shall be procured and installed on the computer hardware.

Procedures - Regular time tables for the use of laboratories are to be prepared after receiving approval from the Head of the Institution. Request to use the laboratories for non-academic purposes shall be submitted to the head of the institution 15 days before the commencement of planned event.

- 2) **Library: Policy**- College library shall be available to students, teachers and non-teaching staff members during regular office timings. Each student of the college to be given a library card. Students, teachers and non-teaching staff members shall be given the access to the plethora of online reading material through library resources

Procedures - In exchange of the library card, students can take any three books at a given point of time and they shall return the same within stipulated time. failing which a specified



disciplinary action can be taken against the concerned student. The same is applicable to teaching and non-teaching staff members.

- 3) **Sports Facility Policy-** For indoor sports, college gymkhana facility to be used and for outdoor sports external facilities are to be booked on rental basis. Indoor sports facilities shall be open to students and college staff

Procedures- Before using the indoor sports facilities, concerned student/s and staff member/s shall apply in advance to obtain the formal approval from the head of the institution or Booking of the external venues shall be done in the most cost-effective manner.

- 4) **Computers Policy-** Each computer laboratory shall have minimum 30 computer systems. User profiles for all students and staff members shall be created. Each academic department shall have at least two computer systems and one laptop. Departmental computers and laptops shall be used only for academic and administrative purposes.

5) **Classrooms Procedure –**

Concerned student/s and teaching and non-teaching staff member/s shall obtain a prior permission from the head of the institution to use the classroom for purposes other than teaching and learning. Prior permission shall be obtained from the head of the institution to publicize any college event in the classroom during regular permission.

No publicity material to be placed in the classroom without the prior permission of the head of the institution.

FREQUENCY OF THE MEETINGS – the IQAC of the institute meets once in a semester to discuss the issues and concerns for implementation.

